

PRINTING CHECKS (AP-REG-4)

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VERSION (1.0)

TABLE OF CONTENTS

OVERVIEW	1
RUNNING THE AUTOMATED CHECKS PROGRAM.....	1
OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL	4
APPENDIX A: AUTOMATED CHECKS RING MENU OPTIONS & FIELDS	5

PRINTING CHECKS

OVERVIEW

After the Final Warrant has been printed and verified, the vendor checks are printed using the Automated Checks program. Before the checks are distributed, the Cash Disbursements Journal should be printed to list all the checks processed. This journal should be thoroughly reviewed to detect any discrepancies. When it is correct, the journal should be posted to the General Ledger and the checks distributed.

RUNNING THE AUTOMATED CHECKS PROGRAM

The MUNIS Automated Checks program:

- Generates checks that pay all the invoices for a particular Warrant.
- Can print a single check for a particular invoice and provide a record of such check payments to outstanding invoices.
- Totals all the open invoices for each vendor and prints a check in that amount.

NOTE: *The batch check function should be run only after the Final Warrant has been printed.*

To Print Vendor Checks for All Invoices on a Warrant, Select:

A) FINANCIALS

D) Accounts Payable Menu

C) Cash Disbursements Menu

B)

Automated Checks

The following screen is displayed:

Session	Edit	Commands	Settings	Help
AUTOMATED CHECKS				
Action: Print-options Change-check Align Output Rerun ...				
Define and select unpaid invoices for a warrant.				
<div style="display: flex; justify-content: space-between;"><div>Cash account</div><div>[10] [6101]</div></div> <div style="display: flex; justify-content: space-between;"><div>CASH IN BANK</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div>Warrant</div><div>[]</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Check date</div><div>[11/23/1998]</div></div> <div style="display: flex; justify-content: space-between;"><div>First check number</div><div>[1038]</div></div> <div style="display: flex; justify-content: space-between;"><div>Check format</div><div>[B] MUNIS STANDARD - CHECK FIRST</div></div> <div style="display: flex; justify-content: space-between;"><div>Print invoice comment on stub?</div><div>[N]</div></div> <div style="display: flex; justify-content: space-between;"><div>Include greater than 20 invoices per check</div><div>[N]</div></div> <div style="display: flex; justify-content: space-between;"><div>Print Separate Remittance Advice</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div> for Multiple GL Accounts</div><div>[N]</div></div> <div style="margin-top: 10px;"><div>Number of invoices</div><div>Number of checks</div><div>Amount of checks</div></div>				

NOTE: *Before printing vendor checks, load the printer with check forms and note the number of the first check.*

1. Select **Print-Options** from the Ring Menu.
2. Enter the **Warrant** name containing the invoices to be paid (from the Final Vendor Warrant List printed previously).
3. Enter the **First check number** to be printed.
4. Finish entering the desired check information and press **ESC**.

NOTE: *The option “Print invoice comment on stub?” may be used for check format ‘A’. When answered ‘Y’, the “Include greater than 20 invoices per check” option changes to “Include 10 invoices per check”, and 78 characters of the comment will now print on the check stub or the remittance advice.*

5. Select **Align** from the Ring Menu, and **Print** a test alignment check. Adjust the printer alignment and repeat the alignment test as necessary.
6. Select **Output** from the Ring Menu, and **Print** the checks.

NOTE: *Once this process is started do not interrupt it. If the printer jams, perform either of the following two procedures, depending on the number of checks being printed:*

- *For a few checks: Take the printer off line, remove the check forms, and replace them with blank paper. Allow the check printing to complete. Once*

printing is complete, reload the check forms and select Rerun from the Ring Menu.

- *For several checks: Take the printer off line, cancel the print job, and clear the printer buffer. Reload the check forms and select Rerun from the Ring Menu.*

To Print a Single Vendor Check

1. Select **Manual-Single** from the Automated Checks screen Ring Menu. The following screen is displayed.

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
Select: Define Next Prev 1 2 3 4 5 6 7 8 9 0 ...				
Define and select invoices for a single check.				
Cash acct [10] [6101] Warrant []				
Vendor [00000] Check amount [.00]				
Check [0000000] [11/23/1998] [B] Total selected []				
=====				
===				
Sel	Invoice	Type	Voucher	Due Date Invoice Net
1 []	[]	[]	[]	[] []
2 []	[]	[]	[]	[] []
3 []	[]	[]	[]	[] []
4 []	[]	[]	[]	[] []
5 []	[]	[]	[]	[] []
6 []	[]	[]	[]	[] []
7 []	[]	[]	[]	[] []
8 []	[]	[]	[]	[] []
9 []	[]	[]	[]	[] []
0 []	[]	[]	[]	[] []

2. Select **Define** from the Ring Menu to select the vendor and invoices to be paid.
3. Enter the required fields: **Vendor**, **Check Number & Date**, **Warrant**, and **Check Amount**.
4. Press **ESC** to find the invoice(s) for the vendor.
5. Select the **Line Number** on the Ring Menu of the invoice(s) to include in the check. When a Line Number is selected, a **Y** will be inserted in the **Sel** field by that line number.
6. Select **Align** from the Ring Menu, and **Print** a test alignment check. Adjust the printer alignment and repeat the alignment test as necessary.
7. Select **Output** from the Ring Menu, and **Print** the check.

8. If the check is being handwritten rather than printed, select **R=Process** to update the invoice(s).

Refer to *Appendix A* of this document for more information on Ring Menu options.

OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL

The Cash Disbursements Journal must be printed, reviewed and posted to create journal entries in the accounts payable and cash accounts after checks are printed. See *Output-Posting the Cash Disbursements Journal (AP-REG-5)* in the Accounts Payable documentation.

APPENDIX A: AUTOMATED CHECKS RING MENU OPTIONS & FIELDS

Below are Ring Menu descriptions for the Automated Checks screen.

AUTOMATED CHECKS	
Action:	Print-options Change-check Align Output Rerun ...
Define and select unpaid invoices for a warrant.	
Cash account	[10] [6101]
CASH IN BANK	
Warrant	[]
Check date	[11/23/1998]
First check number	[1038]
Check format	[B] MUNIS STANDARD - CHECK FIRST
Print invoice comment on stub?	[N]
Include greater than 20 invoices per check	[N]
Print Separate Remittance Advice	
for Multiple GL Accounts	[N]
Number of invoices	
Number of checks	
Amount of checks	

Ring Menu Options:

Change Check

Change first check number.

Rerun

Define and reprint checks that did not print successfully.

Manual-Single

Payment of an invoice with a manual check prior to the printing of checks by the MUNIS system. When this option is selected, another screen appears, with the Ring Menu options and fields listed below.

Ring Menu Options:

Define

Select the invoices for the check to be paid.

R=Process

Indicate that the invoice has already been paid by a handwritten or typed check.

Output

Print a single check for the invoice(s).

Field:	Description
Vendor	Required.

	Enter the vendor to be paid.
Check	Required. Enter the check number and date.
Warrant	Required. Enter the warrant number.
Check amount	Required. Enter the amount of the check.